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TECHNIQUE OF PROCEDURE  
IN  
COLLEGIATE REGISTRATION

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# TECHNIQUE OF PROCEDURE IN COLLEGIATE REGISTRATION

CONTENTS.—Inefficient methods still used—Points of agreement among registrars—Methods most commonly used—Analysis of typical plans—Some helpful suggestions—Recommended registration plan.

It is a well-known fact that, while we have a considerable body of literature on public-school administration, information on collegiate administration is meager. This is especially true concerning the problems of the registration office. Almost the only sources of information are the minutes of the American Association of Collegiate Registrars. These have been of great assistance to the writer. This study is, however, made from the basis of observation of the professor rather than the registrar.

In collecting the data used for this report, the institutions holding membership in the Association of Collegiate Registrars were requested in October, 1922, to send their registration forms, together with their methods of procedure, to the writer. The response which they made was unusually fine. A number of very busy men took occasion to send additional information which proved very helpful. The discussion of these reports, if it is to be of benefit, must be very frank. There are certain inefficient methods to which many universities still cling, and the position taken here is that it is best to scrutinize all such unsparingly, although in the spirit of entire good fellowship.

The purpose of this article is to study one phase of the registrar's work—that of the registration of the student. The question of admission will not be discussed, since several good reports have been made upon this, including that of the Carnegie Foundation. The latter technique has been rather well standardized.

## INEFFICIENT METHODS STILL USED

The registration period of the university in the past and at many institutions to-day has been a time of confusion. Students are thrown in one small central area or are crowded into long lines and often have to wait for an hour before receiving their registration materials. Frequently their instructions require them to visit points situated at the extreme boundaries of the college grounds, and oftentimes these trips have to be made back and forth before the registration is complete. This may be beneficial to the health of the student, but it is certainly lacking in efficiency.



It is indeed surprising that, after improved registration methods have been discussed in the meetings of collegiate registrars, so many influential institutions of the country persist in methods which are not only archaic but inefficient. Often the registration period is unduly prolonged. Students are permitted to register at any time during the first week. This is wasteful and unnecessary, as such schools as Columbia and Illinois are able to complete their registration in one or two days. In a letter from a smaller school it was reported that their methods worked well, and that it was possible to enroll 800 students in two days. Such enrollment could easily be made in one.

Other institutions permit an unduly long period in making out programs of study. Universities of six to ten thousand students are able to send out permanent programs of study to the instructors on the first day the classes meet. It is surprising, therefore, that some well-known institutions still permit from one to two weeks for the making out of programs of study.

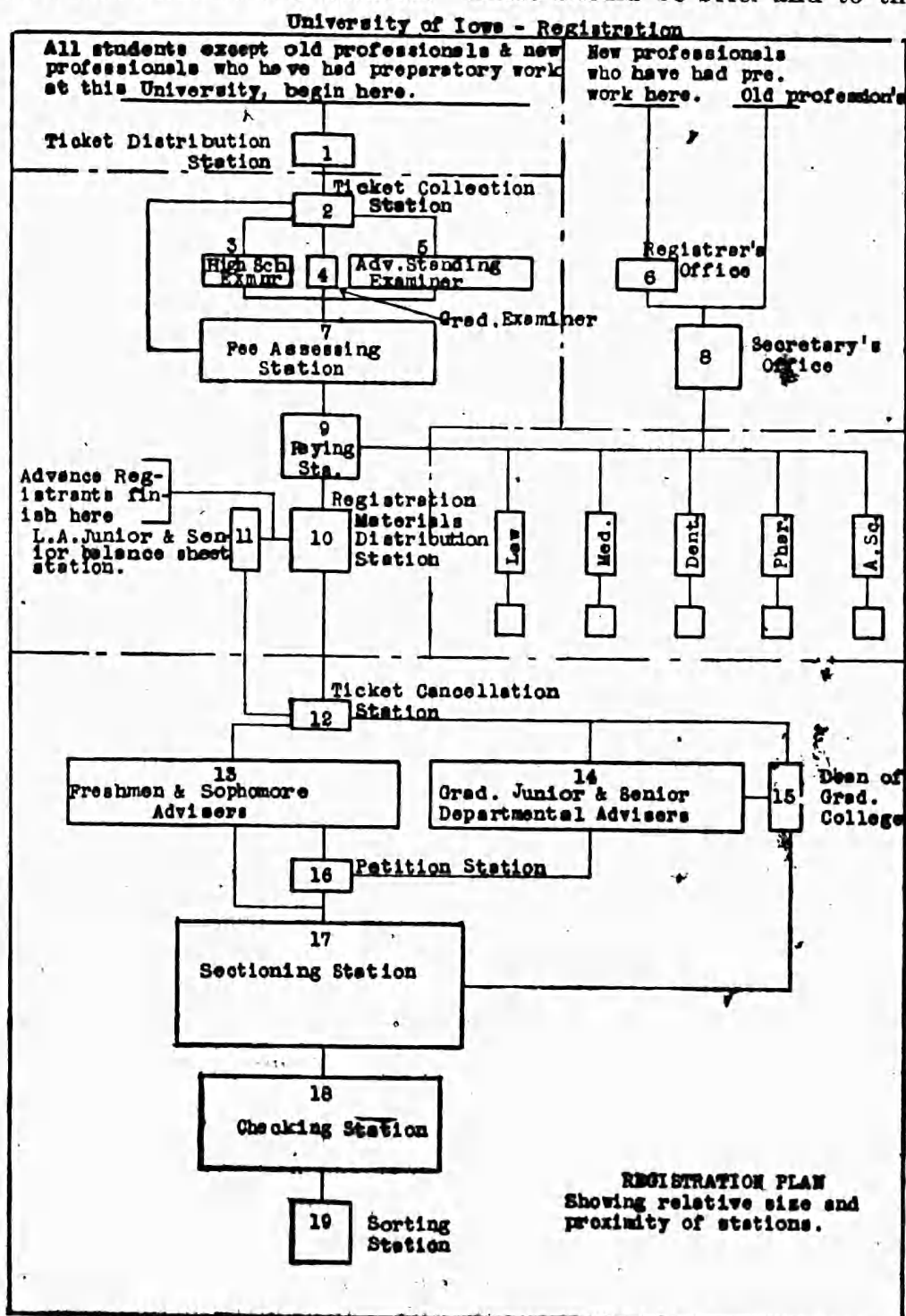
Another very wasteful requirement has been to ask the instructors to sign the individual card of each student. This plan has been dying out, but is still continued by a number of schools, particularly those of the East. Although the theory underlying this may be that the instructor becomes better acquainted with the student, this is actually not the case. Leading professors of the United States have admitted that this method was fruitless. There are always certain courses which require the consent of the instructor, but this should be obtained before the student enters the class.

One of the worst causes of confusion in the registrar's office has been that of changes in program. The student does not devote any particular care to making out his program, as he knows that he can change it any time during the first two or three weeks. This simply amounts to a delayed period in completing programs of study and is found unnecessary in our largest and most efficient schools. It may be obviated to a great degree by requiring a fee of several dollars for the change of every course where the college is not responsible. This plan has worked well in the University of Iowa, and practically all progressive colleges are using some such method for late registration.

The faculty member is especially troubled by these delays in making out a program. Where there is little or no restriction for the first week or two, his classes are changing and the time is almost wasted. Financially, the loss of this period represents thousands of dollars. Worse than that, the student early develops inattentive, unsystematic habits, which are likely to become the basis of poor scholarship. This is the time when fraternities and sororities are besieging the registrant and when certainly he should show a determination to place first emphasis on his school work.

## POINTS OF AGREEMENT AMONG REGISTRARS

In answer to the inquiry sent out, excellent suggestions were returned by almost every registrar. They emphasized the need of clear directions to the students. These should be brief and to the



point. They should be systematically arranged and should cover each step of the registration, and should of course be expressed in good English, a point often not considered. The location of the various registration stations should be described so that they will be unmistakable.



Since this topic hinges rather largely on registration blanks, it will be mentioned only briefly here. Many registration crimes have been committed in the organization of such forms. It seems that most institutions have made this an experimental study of their own, without inquiring into what has been done by other colleges. There are only a few that could not materially improve their forms by a careful analysis of such methods as those of Iowa, Illinois, Pittsburg (Kans.), or Stanford. Certainly these blanks should be as brief as practicable, and yet there should be sufficient forms made out to satisfy the needs of the registrar.

It has been frankly stated by many registrars that the success of their work has been largely due to the careful organization of the corps of assistants. At the outset there should be a sufficient number for the special registration days. One of the most frequent causes of failure to carry out a registration program successfully has been the lack of help. Usually competent assistance can be obtained from students. The efficiency of the individual clerk may be checked by requiring him to put his initials upon every form which it is necessary for him to pass upon. Illinois and Iowa have special conferences for those who are to take part in the registration, and the entire procedure is explained. It is also well to have a committee meeting with those members of the faculty who are to assist. Printed or mimeographed directions for their use should be provided, especially if they are located in apartments separated from the main registration hall. The faculty adviser officially approves the course of study chosen by the student, and he should be held accountable for the cards which he approves.

Careful consideration of the line of march for the students who are registering will materially add to its efficiency. The trips between the various windows should be short, the lines should not cross, and the student should not be required to return a second or third time to the same window in the course of procedure.

One of the best ways to prevent crowding is to have additional clerks and additional space provided for stations where much delay occurs; for example, stations concerned with checking and receiving fees. Most registrars feel that it is desirable to have a complete class roll of the instructors for the first session. Among the larger institutions there is a possibility that a student not regularly enrolled may attend the classes and later cause complications for the registrar's office. Certainly the most efficient system will provide each instructor with a complete class list. In order to do this promptly it is necessary to have a large additional force of secretaries to sort out the class lists.



There were many points of difference among the registrars, which can perhaps be brought out in the discussion of the methods of registration.

The steps of admission as outlined by McConn, of Illinois, and very well agreed upon are as follows:

(a) Preenrollment. This includes the steps necessary for the qualification of the student for college entrance.

(b) Admission. Here the student submits credentials showing that he is entitled to matriculation and is given the various registration forms.

(c) Filling out of forms. The student has some idea of the work he expects to take, and since during the first year his program is somewhat restricted his problems are not so great as will occur with upper classmen or irregular students.

(d) Advisers. His next step is to have his temporary program criticized and approved by the adviser. Such a program for freshmen, as before observed, is restricted. Upper classmen should have consulted their major departments during the previous term. This can be best provided for by arranging a definite time.

(e) Sections. The problem of assigning students to sections affects the larger schools more than the smaller ones. It is usually done arbitrarily or in the order of application of the student. Nearness of registration stations reduces the difficulty of section assignments. At this time provision is made for the filling out of class cards.

(f) Inspection. The complete list of registration forms are carefully scrutinized not only for accuracy, but legibility, and unsatisfactory blanks rejected.

(g) Fees. These are frequently paid at the beginning. When so done, each registration assistant should be required to check carefully the fee receipt.

(h) Grade cards. Provision for the return of student's grades is made either in a course book or on one of the registration forms. These are mailed to the student at the close of the term.

(i) Delays and changes in registration. These constitute one of the chief problems of the registrar. The most efficient method for control thus far seems to be a system of fines, as previously indicated. When used, however, clear mention of them should be made in the catalogues, announcements, and directions for registration.

#### METHODS MOST COMMONLY USED

The chief methods of registration are as follows: (a) Clerical, (b) self-registration, (c) a combination of (a) and (b), and (d) registration by mail.

The clerical method provides for the filling out of a very limited number of forms by the student. These are later copied by the reg-



istrar's office, and the information necessary for the various divisions of the institution forwarded to them. It is the older form of registration and has been frequently used by small schools where the college authorities get most of their information as a result of personal conferences. It is also used by institutions of wealth that are able to provide for a great deal of clerical work in the registration office. Such institutions as Maine, Massachusetts, California, Brown, Armour, Baker, Connecticut College, Dartmouth, Denver, and Georgia Institute of Technology illustrate this method. While recognizing that this plan may be carried out efficiently, it can and will be very much improved by the adoption of some of the methods described under self-registration. An argument reported for this system is that the forms are made out in a more uniform handwriting and are more accurate and legible than when prepared by the student. This has not been found to be the case by other institutions that have given the self-registration plan a careful trial.

The student self-registration method takes its name from the fact that the student registers himself and in the course of doing this prepares a number of duplicate forms for the registrar, the dean, the department head, and dean of men or women, etc. It provides a maximum of information for a minimum of cost. The Harvard system is really the foundation of this plan, although here most of the material is written upon a large card, which is later cut up into sections. The Harvard plan has been further developed and elaborated by Illinois. This institution has arranged for these various forms to be printed in folded coupon form, much like a railroad ticket. These forms are later on detached and sent to the various departments. Iowa has also developed a very excellent system similar to that of Illinois.

It should here be mentioned that the blanks themselves have been brought together in three different forms: First, as a number of loose cards or sheets; second, in the coupon form; and third, bound in a little booklet form from which they may later be detached. The first method is not as efficient as are the others. When the student is confronted with as many as a dozen loose forms to fill out, varying in size and in stock of paper, he is likely to lose some of them or fill them out in an unsatisfactory manner. This is really a "messy" form of registration, and while the plan of some of these (as that of the University of Arizona) is excellent, it could be very much improved by putting them in a better organized form. The following are included among the institutions using this method: Akron, Alfred. Alma, Butler, University of Colorado, Goucher, and Grove City.

The booklet method was devised by O. L. Elliot, registrar of Stanford University, and includes most of the advantages of the coupon method, with the addition of several other features. At matricula-



tion the student is presented with a little booklet somewhat similar to a check book, provided with blank detachable forms, which are prepared to fit exactly the file index. General instructions are printed on the outside of the booklet and specific instructions on the stub of each coupon, explaining exactly what disposition to make of the coupon. The psychological effect of such a booklet is good. It is so small and convenient that it does not seem a difficult task to prepare the forms. When registration is completed the blanks are removed from the booklet; but the latter, including the stubs and receipts, is returned to the student, which gives him a complete résumé of his registration procedure. The principal disadvantage of this plan is its additional cost—the expense of these booklets being about 10 cents each in California. They could be prepared for somewhat less in other parts of the country, but even at that, the total cost for registration of 2,500 students is only \$250, which is a small sum compared to the efficiency obtained from them. In no institution in the country is the praise of the faculty more unanimous for the registration plan (so far as the experience of the writer is concerned).

The combination method includes a combining of the self-registration plan with the clerical plan, or (b) the combining of the coupon form of blanks with the separate card form. These methods are reported by institutions in a transition stage between the older and newer methods. There are certain reasons why various institutions feel that they must have one or two separate blanks, as for example, the admission card for matriculation. Such institutions use the coupon method in the main. There are all stages of development from the older form of one or two coupons to the more highly developed plan. It must be observed in this connection that the old plan competently organized will bring better results than the newer plan when the latter is not backed by satisfactory administration.

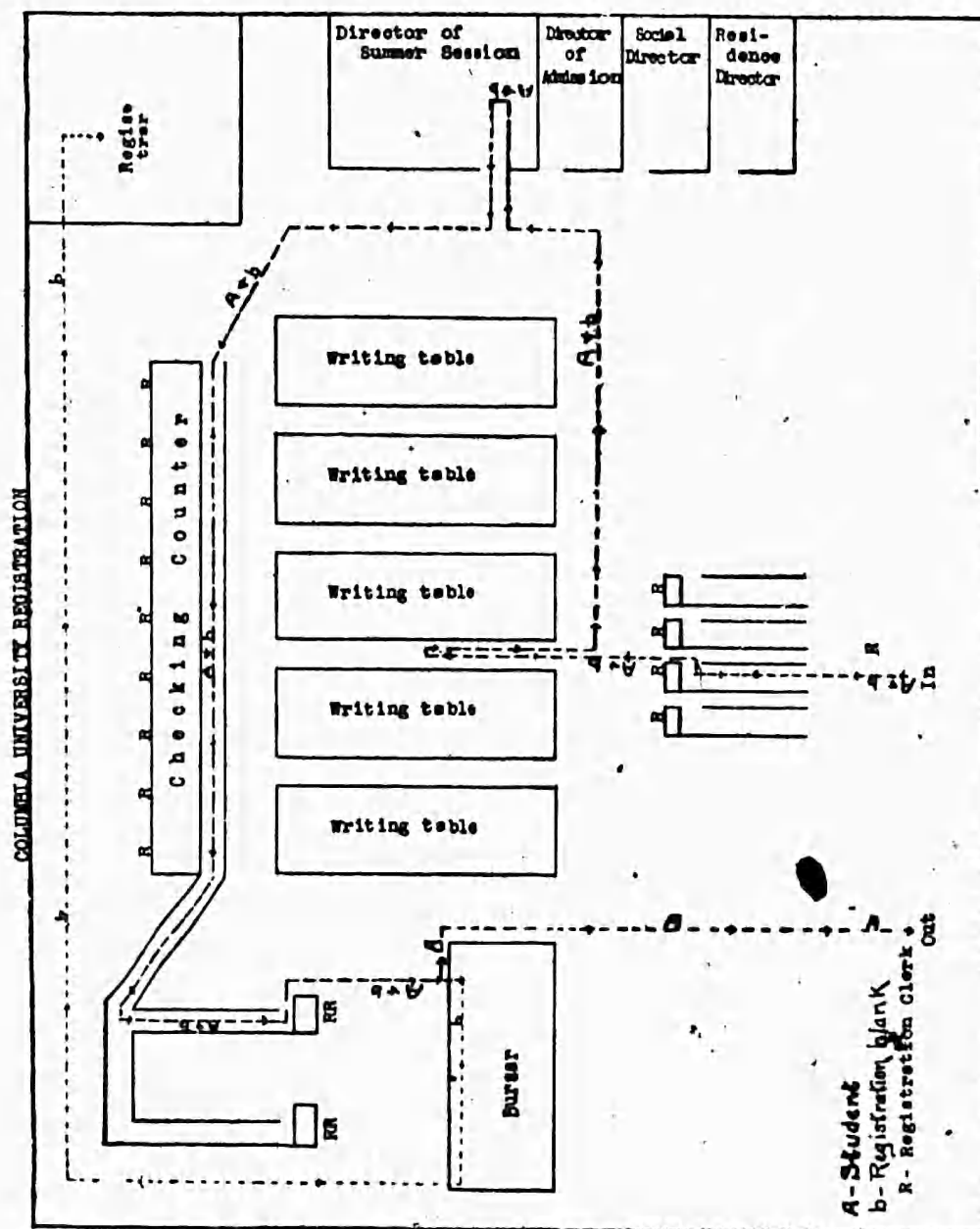
Registration by mail was used by the University of Minnesota in the past as the chief method of registration, but the registrar has recently stated that this method is being done away with. Carnegie Institute of Technology has sent out its registration forms by mail, asking that these be filled out if possible on the typewriter and later returned in person to the college. With an institution of this nature, where the election of courses is very limited, this plan has proven rather satisfactory. The University of Iowa has adopted a plan of registration by mail, but because of its expense as well as other unsatisfactory elements, it is likely to be discontinued.

#### ANALYSIS OF TYPICAL PLANS

In attempting to devise a system which will meet the requirements of the greatest number of institutions it may be well to briefly analyze

a few of the more outstanding plans. From this we will have a chance to select the features which appear best. The registration plans used at Arizona, Columbia, Denver, Harvard, Illinois, and Stanford will thus be criticized.

The Arizona system shows a large number of carefully devised forms which permit an orderly and systematic registration, pro-



viding ample information. The chief objection is that a large number of blanks, varying both in size and texture of stock, is used.

Both system and forms at Columbia are simple. The registrant enters, receives forms from the information booth, fills them out at the writing table, has them approved and checked, pays his fee, and is registered. The blanks are equally simple, most of them being included on one card the general information blank, upon the back



of which are enumerated by department and course number all subjects given. The registrant merely places a circle around the number of each course. In addition he fills out two coupons for the directory and one for the dean. All forms thus mentioned are attached together in one folder. The fees are made out on a separate card, upon which is also attached a registrar's record and the student's receipt. Two class admission cards are made out for the student by the registrar's office for each course taken. There is no question but that this plan enrolls a large number of students in a minimum of time, but it does not provide as complete files of information for such offices as the dean of men, head of department, and social director as many institutions desire. There is only one program of study made by the student. All others must be copied by the registrar's office. Experience has shown that class admission cards can be prepared as efficiently by the student as by the enroller.

Denver uses three cards: (1) Card of general information for matriculation, (2) an admission card which includes the program, and (3) a duplicate of (2). Objections are, first, that a greater number of forms are needed, and unless copied the institution will be handicapped; second, the signature for each teacher is required; third, a delay of one week in completing registration is allowed.

Harvard requires (1) a matriculation blank and (2) a registration card, including coupons for registration office, catalogue, directory, dean, and religious organizations. The student is presented with a third form which provides for the course of study, as well as class cards. Its advantages are simplicity and yet provision for information for a number of files. The plan includes preparation of class cards, which are compactly printed on one sheet. Its disadvantages are due to the meagerness of information on the registration coupons (only one office is provided with a student's program) and to the fact that the student must take two days in completing his registration.

Illinois makes use of the following study list coupons: (1) Student's trial study, (2) dean, (3) recorder, (4) registrar, (5) dean of men or women, (6) adviser, and the following coupons which do not require study lists—physical appointment, information office, bursar statement, and receipt. On the back of each study list is a copy of general information statistics. The student is also required to fill in loose class cards, one for every course. The forms are well devised and include information of value. The chief objections are due to the fact that the student can not meet the section representatives in one place. Also there appears to be no reason why the class cards can not be brought together in coupon form in the same manner as are the study coupons. A number of institutions have excellent coupons of this sort.



The Stanford plan includes the coupons in a coupon book on the cover and stubs of which are provided directions. The books are so convenient that the student does not realize the number of forms which he fills out. The following is a list of the forms: (1) Comptroller's office, general fee; (2) comptroller's office, delayed special fees, such as laboratory; (3) trial study; (4) registrar's study list; (5) major professors study list; (6) dean of men or women's study list; (7) appointment bureau; (8) directory; (9) religious; (10) vocational guidance; (11) vaccination; (12) library; (13) college paper; (14) physical education or military training; (15) physical examination; (16) intelligence examination; (17) receipt, certificate of registration, and admission ticket for games combined. The registrar's card is cleverly devised with a column for grades and points for each subject. Since the registrar always copies this form in his permanent records, the student's grades may be filled in and delivered to him at the end of the quarter. Its advantages have been previously dealt with. The forms are better organized here than under any other plan. The objections are, first, the cost of the booklet and, second, the fact that no class list or class cards are required. Class coupons could be very readily included in this booklet. This system, however, foreshadows a danger to all self-registration plans—that of requiring the student to fill out too large a number of rather unnecessary blanks.

### SOME HELPFUL SUGGESTIONS

There are some general suggestions it may be well to mention before recommending a registration plan:

1. It is unnecessary and wasteful to register students during a preceding term or several months before the time of opening. It was originally provided in the hope that it would increase the total registration. It has not, however, materially increased the enrollment of former students, but has disarranged the enrollment records and made the returns untrustworthy, and as a method, has been largely given up.

2. The registrar should be careful in the use of penalties. Some are manifestly unfair. These include penalties of failure marks for trivial offenses, such as neglect to report courses dropped by a certain day. It is not fair that a student should go through life with his collegiate record containing failure marks for such offenses. There is also the request to sign unusual pledges, particularly when the student is supposed to sign them of his own free will. Certain institutions require their students to sign pledges to refrain from drinking, smoking, dancing, card playing, etc., while in attendance at college, and add that the student is doing it "of his own free will and



accord." The writer has been also surprised at the number of institutions requiring pledges not to join fraternities or sororities.

4. It is well to avoid certain threats, especially when they are untrue, such as "If this card is lost, it will not be replaced. It is your evidence of enrollment."

5. It is the part of wisdom and systematic methods to have the name of the university or college printed upon the various forms.

6. Some colleges require the student to fill out a complete program card for every teacher. This is needlessly onerous.

7. It is not necessary to prepare a separate series of registration forms for men and women or for the various colleges. Aid in the sorting of such cards may be obtained by the use of different colored paper.

Schools that provide for the paying of fees as the first step of the registration process have often established a certain fixed fee for incidental expenses. Where a number of special and laboratory fees connected with certain courses are assessed, it is usually necessary to provide for their payment as the last step.

In using the booklet or coupon system, it will make it easier for the student to copy his trial study blank on his regular forms by detaching it and placing it immediately over his record.

As the result of action taken at the American Association of Registrars several years ago, some institutions are requesting the result of intelligence tests given by high-school authorities. Such a plan is discountenanced by those who have devised these tests, since, first, the necessary uniformity in the administration of the examination can not be obtained; and second, there is a possibility of the student's obtaining previous information concerning such tests, especially when these are brief and do not provide for alternate forms. Such tests should be administered by the department of psychology.

In the earlier collegiate days one man carried on the entire registration, but only the greatest confusion arises nowadays when one person tries to do it all.

College traditions stand in the way of improved methods of registration; for example, some schools cling to the archaic plan of having every student sign the registration book. The methods of registration recommended in this article will not be used by some institutions because tradition would be violated. It is a strange predicament when tradition stands in the way of progress in a college.

On the whole, the percentage of agricultural colleges using modern registration forms is greater than that of other colleges.

The form used at Dartmouth by the registrar for permanent filing is excellent.

The advantages obtained from the self-registration plan described are helpful, even for a small college. A number are using it, and all



speak highly of it, especially commending the amount of complete information provided just when it is needed for the registrar's office.

While there is no special objection to the use of course books such as are found at Chicago, these are cumbersome and are more and more falling out of use.

There is about an equal division in the size of coupons; either of the leading sizes—6 by 4 inches or  $5\frac{1}{8}$  by  $3\frac{1}{8}$  inches—is good.

The most satisfactory material for these coupons seems to be a good, heavy stock of paper, rather than a card. This is very satisfactory for filing, and the coupons do not break apart easily.

Some standardized form for the writing of the registrant's name on the coupons should be used. Many students do not know what the term "surname" or "Christian name" means. The following form is therefore recommended:

Name \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
                     Last name                      First name                      Middle name

In order to further avoid confusion, coupons should always be numbered. It is also wise to ask the student to give the name, as well as the number of the course, as this provides a double check.

It is not necessary to have a duplicate set of study cards, since the registrar can obtain this information from his program card.

Many methods for breaking up the formation of long lines of students have been suggested. The best plan is to have a number of clerks at stations which are most crowded. This will, of course, produce a number of short lines rather than a single long one. Colleges can do well to study the methods used by the railroads or cafeterias in handling crowds. The former, in times of athletic games or other periods of traffic congestion, multiply the number of their ticket stations. The registrar's office can do the same. Excellent suggestions come from Iowa and Illinois. The former uses a duplicate number card, having printed on it the hours between which numbers are good for admission to the various stations and reading as follows: "This number is good for admission only between the hours designated. If you are not present at the proper time it will be necessary for you to procure another number." By having a man give out numbers at the entrance to the first station, where there is likely to be congestion, and other men at the extreme entrance ways of the various stations to collect the coupons as the students are admitted, much fatigue and discontent are saved. Illinois uses the following form:

This card is good for admission to (name of station) ahead of any higher number at any time on registration day. It is not necessary for you to stand in line or wait in the halls. Go about your other affairs and come back later. As soon as this number is reached and any time thereafter you will be admitted immediately on presenting this card. No. 2606.



This report closes with the following recommendation of a coupon form of self-registration for either large or small schools:

### RECOMMENDED REGISTRATION PLAN

#### A. SATISFACTORY QUARTERS

1. The quarters, to be satisfactory, should be as large as possible, always preserving ample space for the registrar's booths. This implies that there will be means of keeping the registrants from the registrar's inclosure. A large gymnasium provides excellent quarters. If possible, there should be no seats fastened to the floor, such as are usually found in auditoriums.

2. Central offices of deans and departments should be established in the registration room or in rooms closely adjoining.

3. An ample reserve force thoroughly trained, as a result of past conferences, should be provided. Registration stations should be systematically marked out.

#### B. TIME

1. The maximum for schools of moderate size, one day; of large schools, two days.

2. When the latter is used in the fall, new students, including freshmen, should register the first day and returning students the second.

3. The hours should be from 8 to 12 and from 1 to 5.

4. Provision should be made for an extension of time for students who have, through no fault of theirs, been unable to complete registration.

5. A sufficient fine should be levied and enforced for late registration.

#### C. COUPONS

The registrar should jealously guard against an undue increase of coupons. His office can not become a clearing house of experimental investigations in such departments as sociology, economics, journalism, etc. The following coupons are considered as the minimum:

1. Student trial study.

2. Registrar's program. Columns for grades and points so that these cards may be later returned to the student as grade coupons.

3. Dean's program.

4. Dean of men or women's program.

5. Adviser's program.

6. Directory.

7. Religious.

8. Class cards—one for each section.
9. Fee card.
10. Receipt, registration certificate, and admission ticket combined.

#### SUPPLEMENTARY COUPONS

The following supplementary coupons have been found of advantage in certain schools. The number of such additional coupons should be limited.

1. Vaccination.
2. Physical examination.
3. Employment.
4. Recorder.
5. Post office or printed directory.
6. College paper—Where the student periodical is distributed to all registrants, the coupon will facilitate an immediate and accurate subscription list.
7. Photograph—Large institutions in particular are finding it advantageous to photograph each new student. This is attached to the record card and becomes an easy means of identification, both when such student's affairs are being discussed, as well as at the time when recommendations are issued, as it is often difficult to recall a student from his name.
8. Library.
9. Physical and military.
10. General information—Usually enough of this can be provided on each of the foregoing cards.
11. Alumni.
12. Social.
13. Student activities.

#### PROCEDURE FOR THIS REGISTRATION PLAN

Previous to the introduction of the coupon plan, publicity should be given through the college and local press to the reasons for the new methods. Such reasons should also be mentioned in the general instructions. Students appreciate being taken into the confidence of the office.

Previous to registration, those who are to assist attend a registration school of one or two sessions, where the various parts of the system are carefully explained. Each department or booth is organized with some one in charge with specific duties to perform, and every other assistant is clear as to his work.



The registrar's office, previous to the registration days, has prepared a set of study coupons for each student who is entitled to register, including those in school who are eligible to continue and new students for whom permits have been issued. This will include a large proportion of registrants. These coupons are distributed at the central office as the students appear and present their credentials. In certain schools where entrance requirements are very much restricted and unusual safeguards are desired, photographs may be requested to accompany the admission blank. Universities cramped for space often distribute study coupons from the various college headquarters. Registration for small institutions should be limited to one day; for large institutions of over 2,000 students, two days. In the latter case, if in the fall, new students register the first day and old the second. The latter half of the second day is also held open for those who arrive late or who have had unusual difficulties in completing their programs. If the problem of crowding is still great, the students are divided alphabetically and register at certain hours of the day.

Step 1. At the first station the student presents his admission card. He is given the announcement of courses and the coupon or booklet of registration forms. He then prepares coupon No. 1, the trial study list. Extra trial study blanks are obtainable if this is spoiled. If there are certain exemptions or substitutions which are needed in his program, he goes to the exemption committee, which is in continuous session, and submits his request, which is acted upon shortly, since the committee is sufficiently large and such requests are not entertained except in unusual cases. If because of outside work he desires to be enrolled in special sections, he appears before another section of the exemption committee, where his case is acted upon in a similar way.

Step 2. He is now ready to present his class list to the adviser for approval. These advisers have been previously provided with balance sheets showing the records of those in their group. It is generally understood that the upper classmen go to the head of their major department as adviser, that other students are assigned to designated faculty members, and that new students will go to the dean of men or women and their assistants or some other previously assigned representatives. The advisers check the students' program with his requirements and assist him in his electives. The student then copies his trial study list on coupon No. 2. The advisers sign on the line below the last line used by the student on coupon No. 2 to avoid additions to the list.

Step 3. The problem of assigning a student to sections is not such a difficult one in schools with under 2,000 students or in the very large schools that have sections meeting at almost every hour. However, it is a considerable problem in every institution of 2,500

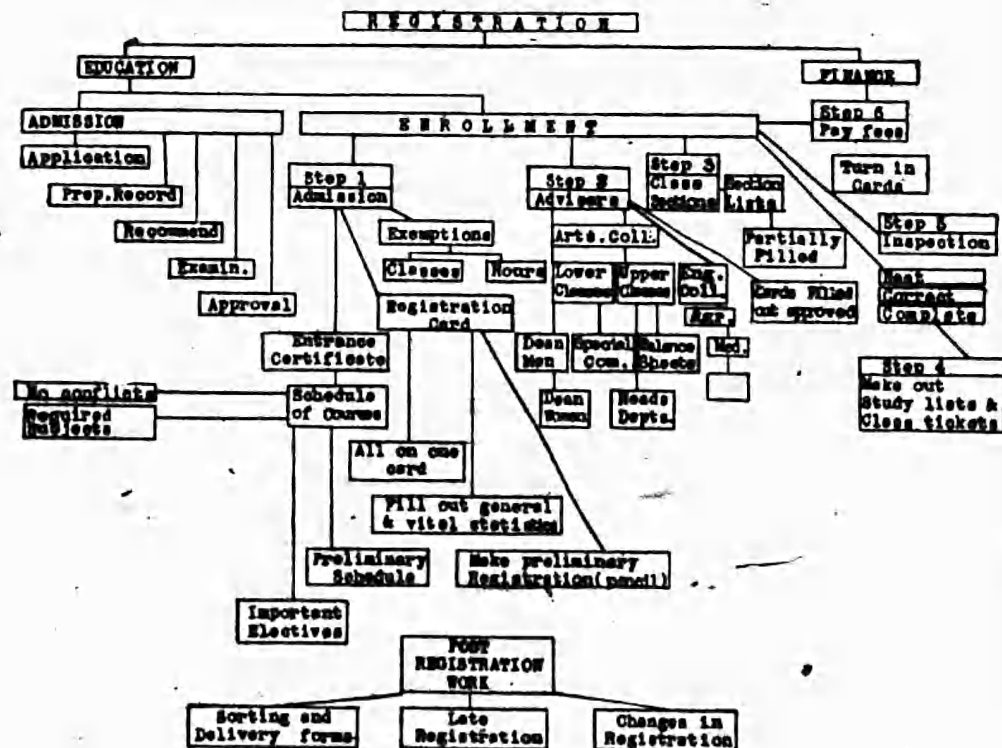


students or over. The student goes to the section room of his college, if this is separate from the general registration headquarters. If not, he visits the section headquarters of each course for which he is applying, where he is given his sectional assignment. The section representative signs his approval to the section in the right-hand column of coupon No. 2. He also enrolls the student's name on the section list.

Step 4. The student now copies his approved study list on all other coupons requiring it, fills out the remainder of the blanks, including those on the reverse side of the coupons, with the exception of the fee slip and the receipts. He also fills out the class card blanks, which are found in the booklet or which are given to him in a separate strip if the coupon form is used.

Step 5. The registration blanks are now taken to the inspection tables where the forms are carefully examined to see that they are legible, copied correctly, and completely filled out. A considerable number of student clerks is needed here. After this check is completed, the student assistant affixes the registrar's stamp on each of the coupons.

Step 6. The student then goes to the treasurer's office, where the fee clerks fill out the fee blank and the student pays his fees and turns in all coupons. His registration is now finished.



RECOMMENDED REGISTRATION PLAN.

The postregistration work now begins—that of sorting out the coupons. Here another group of student clerks is busy distributing



them. An additional force for the second night is employed, or the regular force may be put under contract to continue the work until finished, as is done in Iowa and Illinois, in order to complete the sorting so that the cards may be ready for the first classes. The coupons, if attached, are first sorted before being separated. When finished, registration files are ready for the registrar, dean, dean of men and women, adviser, student directory, religious organizations, and all of the classes. In this manner the University of Illinois, from which the main points of this procedure are taken, distributes on the first day of classes as many as 80,000 class cards and 50,000 study lists.

Those that register later than the last day enrollment should be charged a fee large enough to be worth while; registration fees are frequently cheaper than hotel bills. These penalties should be enforced.

A penalty should be provided of at least \$2 per course for changes in program, unless these changes are made necessary by the institution.

# REGISTRATION CARDS

## NAME OF INSTITUTION DIRECTIONS FOR REGISTRATION

(On back of trial study coupon)

Coupons invalid after seven days.

Follow these point by point. Check off each item in margin as completed.

Use ink—write plainly.

1. Read over general directions in Announcement of Courses, also outline of requirements.
2. Make out a trial study list on coupon 1.
3. Submit your trial study list 1 to adviser.
4. Copy corrected study list in ink on coupon 2 (not yet on 3-5) and secure your adviser's signature on 2.
5. Leave 3-5 unfilled. Obtain at registration booth for your college—signature of department representative for each sectional course on study list.
6. Copy study list accurately from coupon 2 on coupons 3, 4, 5. Do not fill out fees on coupon 9.
7. Fill out coupons 6 and 7. (For information offices.)
8. Fill in name and address on coupons 9 and 10. Do not fill in fees.
9. Fill out in full backs of coupons 2, 3, 4, 5.
10. Fill out class card for each subject on study list. Make out separate card for laboratory, lecture, and quiz sections.
11. Submit entire sheet coupons and class cards to checking clerk. Then present study list to business office for assessment of fees.
12. Tear off coupon 1 and keep for your own reference. Turn in 2-10 and your class cards at bursar's office and pay fees. (A student whose fees are not paid on registration days is charged a late registration fee of \$5.) Report for classes at hours shown on your trial study list.

(1)

## NAME OF INSTITUTION

For directions of registration see back of this coupon

Trial study list—to be kept by student.

Write neatly, plainly, abbreviate.

Print.....

Last name

First name

Middle name

Date.....

College.....

Course.....

Class.....

Major.....

College address.....

Telephone.....

Home address.....

Dept., e. g., Math.	Course No.	Subject, e. g., Algebra	Sec.	Instructor, e. g., Smith	Time, e. g., M. T. W. Th. 8	Units



(2)

### Registrar's Card

Print \_\_\_\_\_  
                     Last name                      First name                      Middle name  
 College address \_\_\_\_\_  
 Home address \_\_\_\_\_  
                     Telephone \_\_\_\_\_

Date \_\_\_\_\_  
College \_\_\_\_\_  
Course \_\_\_\_\_  
Class \_\_\_\_\_

[illegible]

(3)

*For the Dean of the College*

Print name \_\_\_\_\_  
 Last name First name Middle name

College-----

College address \_\_\_\_\_ Telephone \_\_\_\_\_

Course\_\_\_\_\_

Home address \_\_\_\_\_

Class \_ \_ \_ \_ \_

Dept.	Course No.	Subject	Sec.	Instructor	Time	Units	Signatures of dept. clerks

(4)

*For the Dean of Men or Women*

Print name \_\_\_\_\_  
 Last name First name Middle name

Date\_\_\_\_\_

College address \_\_\_\_\_ Telephone \_\_\_\_\_

College - - - - -

Home address - .....

Course \_\_\_\_\_

Class \_\_\_\_\_

Dept.	Course No.	Subject	Sec.	Instructor	Time	Units	Memo.

(5)

## NAME OF INSTITUTION

*For the Adviser*

Write plainly and neatly and abbreviate \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_  
Last name First name Middle name College \_\_\_\_\_

College address \_\_\_\_\_ Telephone \_\_\_\_\_ Course \_\_\_\_\_

Home address \_\_\_\_\_ Class \_\_\_\_\_

Dept., e. g., Math.	Course No.	Subject (as algebra)	Sec.	Instructor, e. g., Smith	Time, e. g., M. T.W.Th.	Units	Memo.

(6)

## NAME OF INSTITUTION

*For the Information Office*Print \_\_\_\_\_  
Last name First name Middle name Date \_\_\_\_\_

College address \_\_\_\_\_ Telephone \_\_\_\_\_ College \_\_\_\_\_

Home address \_\_\_\_\_ Course \_\_\_\_\_  
Class \_\_\_\_\_

Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Place of birth: City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

If foreign born, naturalized \_\_\_\_\_ Race \_\_\_\_\_

Where \_\_\_\_\_ Date first papers \_\_\_\_\_ Final papers \_\_\_\_\_

Church preference \_\_\_\_\_ Membership \_\_\_\_\_

Parent or guardian \_\_\_\_\_

Address of parent or guardian \_\_\_\_\_

Occupation of parent or guardian \_\_\_\_\_

Name of wife or husband, if married \_\_\_\_\_

(7)

## NAME OF INSTITUTION

*For the Religious Organizations*

Last name First name Middle name

College address \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

Home address \_\_\_\_\_ College \_\_\_\_\_

Athletic teams and positions \_\_\_\_\_ Course \_\_\_\_\_

Musical clubs: Glee \_\_\_\_\_ Chorus \_\_\_\_\_ Class \_\_\_\_\_

Orchestra \_\_\_\_\_ Band \_\_\_\_\_ Choir \_\_\_\_\_

Positions on publications \_\_\_\_\_ Instrument \_\_\_\_\_



Dramatics.....  
 Other positions held in class society or athletic organizations.....  
 Have you rendered service in church?.....  
 Sunday school, Y. M. C. A., Boy Scouts?.....  
 Young people's societies? State which.....  
 Do you need employment?..... What.....  
 Of what church are you a member?.....  
 Church preference.....

(8) NAME OF INSTITUTION

Course..... Sect..... { Days.....  
 Hour.....  
 Name.....  
 Last name First name Middle name

Name of institu-  
 tion

Date registered	Tent										Final						
	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
Instructor please return this card with final grades	1					6						11					
	2					7						12					
	3					8						13					
	4					9						14					
	5					10						15					

Instructor please  
 return this card  
 with final grades

NAME OF INSTITUTION

Course..... Sect..... { Days.....  
 Hour.....  
 Name.....  
 Last name First name Middle name

Date registered	Tent										Final						
	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
Instructor please return this card with final grades	1					6						11					
	2					7						12					
	3					8						13					
	4					9						14					
	5					10						15					

Instructor please  
 return this card  
 with final grades

NAME OF INSTITUTION

Course..... Sect..... { Days.....  
 Hour.....  
 Name.....  
 Last name First name Middle name

Date registered		Tent										Final						
		M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
Instructor please return this card with final grades	1						6						11					
	2						7						12					
	3						8						13					
	4						9						14					
	5						10						15					

Instructor please  
 return this card  
 with final grades

(9)

## NAME OF INSTITUTION

Fee Slip

Name of college \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_  
Last name First name Middle name

City address \_\_\_\_\_ Tel. \_\_\_\_\_

Tuition \_\_\_\_\_ Nonresident \_\_\_\_\_

Other fees \_\_\_\_\_

List \_\_\_\_\_

(10)

Name of university \_\_\_\_\_

Certificate of registration \_\_\_\_\_

Name \_\_\_\_\_  
Last name First name Middle name

Has registered on this date \_\_\_\_\_

For the current semester or quarter \_\_\_\_\_

This ticket is good for admission to athletic games. \_\_\_\_\_

It must bear the registrar's stamp. \_\_\_\_\_

On back of all program coupons except trial lists

Name \_\_\_\_\_  
Last name First name Middle name

Name of parent or guardian \_\_\_\_\_

Address of same, street and No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Do you live on a farm? \_\_\_\_\_ Or in town? \_\_\_\_\_

Size of farm or town \_\_\_\_\_ Years spent { on farm  
in town

Vocation you contemplate \_\_\_\_\_

Do you expect to qualify for a teacher's certificate \_\_\_\_\_

Father's occupation (former occupation, if deceased) \_\_\_\_\_

Date of your birth (month, day, and year) \_\_\_\_\_

Place of birth, city or town, and State \_\_\_\_\_

When did you last attend school? \_\_\_\_\_

What school? \_\_\_\_\_

Of what lodges, fraternities, or sororities are you a member \_\_\_\_\_

Church preference \_\_\_\_\_ Are you a member? \_\_\_\_\_

If married, please so state \_\_\_\_\_



## STANFORD COUPON BOOKLET

[Outside cover]

Read Directions First; Ask Questions Afterward

1922-23: Autumn Quarter

[NEW STUDENT: UPPER DIVISION]

## MATRICULATION BOOK

## MATRICULATION BOOK

The blanks in this book are numbered, and it will expedite matriculation (registration) if they are filled out and disposed of in numerical order.

This book is to be returned to the Registrar's Office on Registration Day (or, if a later date is stamped below, on the date so indicated); otherwise an additional fee of \$2 will be collected.

This Book contains the blank forms which have to do with registration (matriculation) in the University.

If this Book is spoiled in the process of filling out and registering, duplicates may be obtained at the Registrar's Office at a cost of five cents each.

If the candidate is ready to matriculate in the University, credentials have already been filed, accepted, and registration permit issued. Actual matriculation (registration) is accomplished by filling out the blanks in this Book and following the directions herein indicated. Matriculation will be complete when Number 6 has been stamped at the Registrar's Office and returned to the student. (Number 6a is also to be promptly filed with the Director of Physical Training as indicated.)

All of these blanks (when properly filled out), except Nos. 1a, 1b, 2a, 2c, 5a, 5b, and 5c, will be torn off at the Registrar's Office.

Do not fold this Book.

On Registration Day the Registrar's Office will be open to receive Matriculation Books until 5.45 p. m. (The Comptroller's Office closes at 5 p. m.)

[Inside of first cover]

## ORDER OF PROCEDURE

1. Read carefully the printed directions before filling out the blanks in this book.
2. Pay fees at the Comptroller's Office. The Comptroller's Office will stamp and detach Nos. 1a and 1b.
3. Purchase Time Schedule at the Comptroller's Office (10c).
4. Proceed next to the office of the department in which you desire to enroll as a major student (see last page of Time Schedule for office numbers and names of department heads). Fill out No. 2a in pencil (carefully verifying each item by reference to the Time Schedule). (A sample study-list card will be found on the third page of the cover of this book.) When the study-list is satisfactorily arranged, copy the result on No. 2b and secure signature of department adviser. If for any good reason the study-list card cannot be fully arranged or signed immediately, it must nevertheless be returned to Registrar's Office on the date indicated and extension of time arranged for; otherwise a special fee will be charged.
5. Fill out remainder of blanks with care, and as directed, and return book to Registrar's Office on date stamped on first page of cover.

Foreign students will find in the lobby of the Administration Building a Secretary of Foreign Students, under the auspices of the Cosmopolitan Club, coöperating with the University, and ready to assist them in any way possible.

[First coupon]

1a

1922-23: Autumn Quarter

[COMPTROLLER'S OFFICE] NEW STUDENT: UPPER DIVISION 1a

## TUITION AND INCIDENTAL FEES

Pay fees at the Comptroller's Office.

The Comptroller's Office will stamp and retain Nos. 1a and 1b. (The Comptroller's Office will also place its stamp on this stub for convenience in checking by the Registrar.)

(Purchase Time Schedule at the Comptroller's Office; it will be needed in filling out No. 2.)

[Laboratory fees (except in Chemistry, which must be paid before desk can be assigned) are payable one month after the beginning of the Quarter. The list of such fees will be found in the Time Schedule.]

M is entitled to register in the University for the current Quarter, on payment of the prescribed fees.

O. L. ELLIOTT, Registrar.

## Graduate

Tuition, \$50; Guild, \$2  
 In Medicine: Tuition, \$85;  
 Guild, \$2  
 In Law: Tuition, \$85; Guild, \$2

\$52

87

87

## Undergraduate

Tuition, \$75; Incidental, \$20;  
 Pavilion, \$1  
 In Medicine: Tuition, \$85;  
 Guild, \$2; Pavilion, \$1

96

88

Late Registration [\$2 to \$10]

Total (including late registration)

## UNIVERSITY OF ILLINOIS FORM

## 1 TRIAL STUDY-LIST—TO BE KEPT BY THE STUDENT

NAME \_\_\_\_\_  
[Surname first; then given names]

DATE \_\_\_\_\_

**FOR DIRECTIONS FOR REGISTRATION  
SEE THE BACK OF THIS COUPON**

College \_\_\_\_\_

Course \_\_\_\_\_

CLASS \_\_\_\_\_

Subject (i. e., Department)	Course No.	Credit Hours	Sec.	Grade	M	T	W	T	F	S	Memoranda
				Leave							
				this							
				col-							
				umn							
				blank							

N. B.—The Adviser's signature is not necessary on this coupon, but *must appear* on Coupon 3. It should be placed at the left on the line following the last line used by the student.

2

## FOR THE DEAN OF THE COLLEGE

NAME \_\_\_\_\_  
[Surname first; then given names]

DATE \_\_\_\_\_

{ URBANA-CHAMPAIGN

College \_\_\_\_\_

{ ADDRESS \_\_\_\_\_

Course \_\_\_\_\_

Telephone \_\_\_\_\_

Registrar's Stamp Here

CLASS \_\_\_\_\_

Subject (i. e., Department)	Course No.	Credit Hours	Sec.	Grade	M	T	W	T	F	S	Signatures of Department Clerks



3

## FOR THE RECORDER

DATE .....

NAME .....

[Surname first; then given names]

COLLEGE .....

{ URBANA-CHAMPAIGN

COURSE .....

{ ADDRESS .....

Telephone .....

Registrar's Stamp Here

Sem. Hrs. Earned  
to Sept. 1 .....

Subject (i. e., Department)	Course No.	Credit Hours	Sec.	M	T	W	T	F	S	Special Fees	General Fees
											M.
											I.
											T.
											Sp.
											LR.
											Ch.
											Ex.
											R.

4

## FOR THE REGISTRAR

DATE .....

NAME .....

[Surname first; then given names]

COLLEGE .....

{ URBANA-CHAMPAIGN

COURSE .....

{ ADDRESS .....

Telephone .....

Registrar's Stamp Here

Sem. Hrs. Earned  
to Sept. 1 .....

Subject (i. e., Department)	Course No.	Credit Hours	Sec.	Grade	M	T	W	T	F	S	Memoranda

5

## FOR THE DEAN OF MEN OR WOMEN

DATE .....

NAME .....

[Surname first; then given names]

COLLEGE .....

{ URBANA-CHAMPAIGN

COURSE .....

{ ADDRESS .....

Telephone .....

Registrar's Stamp Here

CLASS .....

Subject (i. e., Department)	Course No.	Credit Hours	Sec.	Grade	M	T	W	T	F	S	Memoranda

6

## FOR THE INFORMATION OFFICE

NAME IN FULL..... DATE.....

{ URBANA-CHAMPAIGN

{ ADDRESS.....

COLLEGE

or SCHOOL.....

Telephone.....

Sem. Hrs. Earned

to September 1.....

Address of parent or guardian—

Street and No.....

City and State.....

County.....

Church preference.....

Are you a member?.....

7

## FOR NEW STUDENTS ONLY

## Physical Examination Appointment

Name..... will report

for Physical Examination at.....

a. m.

p. m.....

Bring this slip with you

8

UNIVERSITY OF ILLINOIS  
BUSINESS OFFICE

## FOR THE BURSAR

## STATEMENT OF FEES

## COLLECTED FROM.....

[SURNAME FIRST; THEN GIVEN NAMES]

ADDRESS.....

PHONE.....	CASH	CHECK	M. O., ETC.
Matriculation		Civil Engr.	M. and S. E.
Incidental		Dairy Husb.	Music
Tuition		Elec. Engr.	Photography
Late Regs.		Entomology	Physics
Special Exam.		Farm Mech.	Physiology
Change List		Gen. Eng. Draw.	Psychology
Diploma		Geography	Railway Engr.
Agronomy		Geology	T. & A. M.
Animal Husb.		Home Economics	Zoology
Ath. Coaching		Horticulture	Instn. Rental
Bacteriology		Human Anat.	
Botany		Journalism	Lib. Fines
Ceramics		Mech. Engr.	Old Charges
Chemistry		Mining Eng.	TOTAL

9

UNIVERSITY OF ILLINOIS  
BUSINESS OFFICE

## FOR THE STUDENT

NAME.....

FEE COLLECTED \$.....

TO THE STUDENT—SAVE THIS RECEIPT. ABSOLUTELY NO  
REFUND WILL BE GIVEN UNLESS THIS IS PRESENTED